Reviewing Course Withdrawal Requests via Web App – Faculty Guide

In an effort to decrease the amount of paper forms, as well as reduce processing and notification time, an online process has been developed to allow students to submit individual course withdrawal requests via a web-based application.

1) Instructor Steps
   a. You will receive an e-mail notification which asks you to review a request:

   ![Email notification image]

   b. Click the link in the email and sign in using your myCI credentials
   c. If you choose to deny the request, an email will be sent to the student
      i. Please note: any comments you enter will be viewable to the student
      ii. If you approve the request, you will receive the following message:

   ![Instructor Approval image]
d. An email will then be sent to the Program Chair notifying them of the need to review the submission and indicate their decision.

2) Program Chair Steps
   a. If the instructor for the course approves the withdrawal request, you will receive an email with a link to take you to the web app.
      i. Click the link in the email and sign in using your myCI credentials.
   b. If you choose to **deny** the request, an email will be sent to the student.
      i. **Please note:** any comments you enter will be viewable to the student.
   c. If you **approve** the request, a notification will be sent to the Registrar’s Office.

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**RO Staff will review the request and, once processed, the student will receive the following email:**

From: registrar@csuci.edu
Date: Wed, Feb 8, 2023 at 9:27 AM
Subject: Course Withdrawal Request Approved Fall 2022
To: <

Confirmation Number: 72
DolphinID: 
Name:  
EmailAddress: @myci.csuci.edu

Course Withdrawal Request

Term: Fall 2022
Course ID: 002336
Class Number: 1794.00
Class Section: 03
Subject: EDMS
Catalog Number: 410

Your request to withdraw from EDMS 410 was approved and processed as of 2/8/2023 9:27:52 AM. A "W" grade will appear on the transcript. Please log into myCI to verify the change to your Fall 2022 schedule.

Any change to your enrollment could affect your financial obligation to the University. Please contact the Student Business Services office at (805) 437-8810 to verify your account status. If you are receiving Financial Aid and you have dropped below full-time status, please contact Financial Aid at (805) 437-8530.

The CSU system requires all campuses to limit the number of withdrawals for undergraduate students to a maximum of 18 units. Please be sure to keep track of your withdrawal units via the withdrawal “counter” by logging in to your student center page and selecting the “Withdrawals/Repeats” option. For more information go to the Registrar’s Office page.

Thank you,
Registrar’s Office
CSU Channel Islands
One University Dr.
Camarillo, CA 93010
Phone: (805) 437-8500
Fax: (805) 437-8509
Email: registrar@csuci.edu